

General Information

The **Academic Program Guide** should be reviewed carefully. As you make your course selections, it may be helpful to keep the following questions in mind:

1. What courses will I need to take each year to meet Lyons Township High School graduation requirements?
2. Considering my strengths, talents, and challenges, what career alternatives do I consider now?
3. In pursuing my probable educational and career plans, what continuing education will I want or need? Will I go directly to work? Should I consider a career in the armed services?
4. If I plan to seek additional education in college or other career preparation, am I familiar with the specific requirements needed for such a program?
5. Am I fully aware that my success depends upon good study habits, consistent self-discipline, an attitude of inquiry and cooperation, regular attendance, and positive progress toward predetermined goals?

You should list the courses you need and desire, then discuss your choices with school staff in light of your performance, your aptitudes, your test scores, your interests, and your future planning. Consider not only the courses that are appropriate for next year but those that will meet your goals over four years of high school.

All faculty & staff at LTHS are available to assist students and parents. Counselors are especially qualified to help students assess their academic, personal, and social aptitudes to become increasingly capable of mature self-guidance. The final responsibility for making wise educational decisions ultimately rests with the student and the parents. I encourage you to read through this Guide and choose your courses carefully. LTHS has much to offer. We look forward to helping you achieve your goals through our motto: *Vita Plena* - the quest for the fulfilling life.

Yours,



Scott D. Eggerding
Director of Curriculum and Instruction

Equal Educational Opportunity

All persons who legally reside within LTHS attendance boundaries under the age of 22 (or until graduation) shall be afforded the right and opportunity to an equal education. No student shall be excluded, segregated, or discriminated against in the District's programs on account of race, color, national origin, sex, handicap, disability, or religion. District 204 affirms the human dignity and worth of each student to be free from discrimination and harassment.

The District does not permit harassment in its educational programs, activities, or employment policies as required by Title IX of the Federal Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title IIA of the Americans with Disabilities Act. Grievance procedures have been established for student and employee complaints. The Nondiscrimination Coordinator for District 204 is Mr. Ed Piotrowski, Director of Human Resources. The Section 504 Coordinator for District 204 is Ms. Donna Bredrup, Student Services Division Chair. The Special Education Director is Karen C. Brown.

LTHS and the North Central Association

Lyons Township High School District 204 has been a member of the North Central Association (NCA) since the organization's inception in 1904. The NCA school accreditation process is cyclical, with school improvement goals developed and implemented over a five year period. Culminating in accreditation in 2010, LTHS was reaccredited with high distinction. LTHS is proud to be an NCA 100-year charter member and a participant in the school improvement process.



Daily Schedule

The daily schedule is the same at South and North Campus. Each day has ten class periods, which are typically 51 minutes in length with six minute passing periods between classes. There are five lunch periods, each 25 minutes in length, not including passing periods. LTHS meets or exceeds the required instructional time as set by the State of Illinois, the North Central Association, and those required to meet the standard set for Carnegie Units. The daily class schedule is given below.

Period	Regular Schedule	Late Start Schedule
1	7:45 - 8:36 a.m.	8:45 - 9:25 a.m.
2	8:42 - 9:33 a.m.	9:31 - 10:11 a.m.
3	9:39 - 10:30 a.m.	10:17 - 11:57 a.m.
4	10:36 - 11:01 a.m.	11:03 - 11:28 a.m.
5	11:07 - 11:32 p.m.	11:34 - 11:59 p.m.
6	11:38 - 12:03 p.m.	12:05 - 12:30 p.m.
7	12:09 - 12:34 p.m.	12:36 - 1:01 p.m.
8	12:40 - 1:05 p.m.	1:07 - 1:32 p.m.
9	1:11 - 2:02 p.m.	1:38 - 2:18 p.m.
10	2:08 - 2:59 p.m.	2:24 - 3:04 p.m.

Special schedules are set throughout the school year for assemblies, guidance, registration, staff development, and other programs. They are announced through the Principal's office.

Graduation Requirements

A student must successfully complete all graduation requirements as specified by the LTHS Board of Education, the Illinois State Board of Education, and **The School Code of Illinois 105 ILCS 5/27-22**. As a rule, a student is not graduated unless he/she has spent at least one (1) year in residence which is normally the last year of high school. A student must earn twenty three (23) academic credits, earn a passing grade on a test covering the Constitution of the State of Illinois and of the United States of America, earn 1 credit for algebra, earn 1 credit for geometry, and a passing grade in PE for each semester enrolled to receive a diploma at LTHS. Each student is also required to take the **Prairie State Achievement Examination (PSAE)** unless one of the following exceptions applies:

1. The student is eligible to receive special education services pursuant to the Individuals with Disabilities Education Act and his/her IEP team has determined that the PSAE is not appropriate for the student.

2. The student is enrolled in a program of Adult and Continuing Education as defined in the Adult Education Act.

LTHS Graduation Requirements

SUBJECT AREA	CREDITS	
Consumer Economics	1/2	.5
Creative Arts	1	1.0
Driver Education (classroom)	1/2	.5
English	4	4.0
Health Education	1/2	.5
Mathematics	3	3.0
-Algebra (1)		
-Geometry (1)		
Physical Education	3 1/2	3.5
Practical Arts	1	1.0
Science	2	2.0
United States History	1	1.0
World History	1	1.0
Other Social Studies	1/2	.5
Electives	4 1/2	4.5
Total Credits	23	

Enrollment in all courses is subject to requirements and prerequisites as noted throughout the **Guide** and as listed in each departmental section. Students and parents should carefully review these as courses are selected and as Four Year Academic Plans are developed. For any exception or deviation from the regular program not covered in the **Guide**, please refer to pp. 24-25 of the **Guide** for listing of **Alternative Educational Opportunities**.

Creative & Practical Arts Requirements

LTHS maintains its mission of meaningful learning through a comprehensive curriculum, in part, by requiring students to earn Creative and Practical Arts credits. The Creative and Practical Arts allow students to pursue unique areas of study that may interest them and that the student may not have been aware of. Students at LTHS are required to successfully complete and earn one credit designated as Creative Arts and one credit designated as Practical Arts. Students and parents should discuss the selection of these required courses with their counselors. Please refer to course descriptions for campus location and year of course availability.

Creative Arts Course Selections

Art - All Courses

Language Arts

All elective courses **EXCEPT**

- Philosophy of Self-Knowledge
- Language Learning Experience (ELL)

Music - All Courses

Physical Education

- Dance Studies 1
- Dance Studies 2
- Dance Studies 3

Technology Center of DuPage (TCD)

- Multi-Media & Television Production

Practical Arts Course Selections

Alternative Program

- Work and Careers

Applied Technology -All Courses

Business Education - All Courses **EXCEPT**

- Consumer Economics

Family and Consumer Sciences - All Courses **EXCEPT**

- Family Health Issues

Mathematics

- AP Computer Science A

Special Education Services

- Work Experience I (SC)
- Work Experience II & III (NC)

Technology Center of DuPage (TCD)

- All programs and courses except Multi-Media and TV

- To be promoted from grade 10 to grade 11, a student must pass a minimum of 10.00 units of academic credit.
- To be promoted from grade 11 to grade 12, a student must pass a minimum of 15.00 units of academic credit and previously completed the ACT of the PSAE.
- To graduate and earn a diploma from LTHS, a student must pass a minimum of 23.00 units of academic credit and fulfill all other District 204 requirements for high school graduation.

Students who successfully earn sufficient credits to advance to the next grade level will be reclassified to the appropriate grade level at the close of the semester in which such additional credit is earned.

Early Graduation

The goal of early graduation must not be based simply on the desire to leave school before the completion of a four year plan of studies. Students who satisfactorily complete the graduation requirements prior to the completion of four years may, at the option of the student and the parent(s), decide to leave LTHS for further education or work experience. Students who plan to graduate early must take required courses from LTHS or transfer into LTHS their equivalent. Students who complete graduation requirements ahead of the usual four year schedule receive their diplomas at the time their class graduates. Students are urged to consult with their counselors early to determine required courses and to adjust their four year academic plans as needed.

A student wishing to pursue a program leading to early graduation is required to arrange the following:

1. A conference with the counselor to discuss the feasibility for such plans
2. A conference with the student, parent(s), and class counselor, where parental understanding and approval will be established
3. If parental approval is given, a conference is held involving student, parent(s), counselor, and the principal. The purpose of this last conference is to discuss and seek administrative approval for a plan leading to early graduation to pursue further education or meaningful work experience.

Promotion and Retention of Students

In general, students are classified as freshmen, sophomores, juniors, and seniors according to the number of credits they have earned. Requests for special classification should be made to the principal.

The Board of Education will promote students to succeeding grade levels as they successfully meet the District 204 academic standards embodied in course curricula or in courses of study demonstrated to be comparable to that of District 204.

Students earn academic grade level promotion based upon the following:

- To be promoted from grade 9 to grade 10, a student must pass a minimum of 5.00 units of academic credit.

College Entrance Requirements

Students who intend to enter college should carefully review the requirements for admission to the institutions in which they are interested. Talking to counselors is a good first step in this process. The group guidance curriculum will also provide students with important resources to aid in the college search. College information is available in the College/Career Center. **Some colleges may not accept credit/no credit courses which are used for college entrance or consider credit/no credit as a “D” when calculating GPA.**

Wise program planning, registration each semester for six (6) to seven (7) subjects, and utilization of opportunities afforded by summer school will yield solid college preparation.

The Four Year Academic Plan on p. v of the **Guide** will help students create the best high school program to meet college admission requirements.

Sixteen (16) to eighteen (18) units of academic work in the areas of English, mathematics, science, social studies and world language are recommended for admission to most colleges. A solid background of courses in the academic areas is important. Strength of preparation in English, mathematics, languages, science and social studies has great significance not only for securing college admission but also for attaining success in college work. Many colleges continue to revise their admission requirements to include additional, specific courses; therefore, students should plan to fulfill more than the minimum entrance requirements for the colleges of their choice.

Students who enter four-year Illinois universities must meet minimum requirements. Up to three additional credits may be distributed among these five categories:

- 4 credits of English (emphasizing written and oral communications and literature)
- 3 credits of social studies (emphasizing history and government)
- 3 credits of mathematics (introductory through advanced algebra, geometry, trigonometry and/or precalculus or fundamentals of computer programming)
- 3 credits of science (laboratory sciences)
- 2 credits in a world language; some universities allow substitution from language arts, music, career and technical education, or art. (practical arts)

Class of 2013 Post-Secondary Profile

- 2013 Graduates: 971
- College Plans
 - 4-year College 64 %
 - 2-year College 29%
 - Other Schools 1%
- Distribution of those attending 4-year Colleges
- 186 Colleges in 38 States and 2 countries
- Private Colleges 26%
- Public Colleges 64%

Total Continuing Education: 94%

Significant Academic Accomplishments

- 7 National Merit Finalists
- 27 Letters of Commendation from National Merit
- 217 Illinois State Scholars

Tests for College Admission

Most colleges require the results of either the ACT or the SAT Reasoning test. Students are encouraged to take college entrance examinations during the spring of their junior year. The ACT consists of four subtests, English (rhetorical skills and usage & mechanics), math (pre-algebra, algebra, geometry, and algebra/trigonometry), reading (fiction and non-fiction), and science. Students have the option of taking an additional subtest, the ACT Writing portion. The SAT is comprised of 3 sections: Writing, Critical Reading, and Mathematics. The SAT II is an additional test offered by the College Board which assesses knowledge in specific subject areas. Please check the College Board website at www.collegeboard.org for a list of the specific subject areas.

The best preparation for college entrance tests is a rigorous background of academic courses. The following academic sequences are recommended for the best *ACT* and *SAT* preparation: **English** - the sequence of courses at the prep, accel, or honors level; **mathematics** - the sequence of courses at the prep, accel, or honors level; **science** - begin the study of science as early as possible in high school and select one of the following sequences: biology - chemistry - physics, or physical science - biology - chemistry; and **social studies** - world history, American history before the senior year, and one or more social studies electives.

In addition, an etymology course can help develop skills measured by college admission tests. A challenging selection of independent reading, both fiction and non-fiction, is strongly recommended. Information about the *ACT* and *SAT* is available in the Testing Office at North Campus.

Students may register for special ACT and PSAT test preparation classes which are offered after school, in the evenings and during study hall. These classes help students familiarize themselves with these tests and test-taking strategies. Information about these classes can be obtained from the Testing Office at North Campus.

Class of 2013 ACT/SAT Profile

SAT Reasoning 64 scores - Class of 2013			ACT 983 scores - Class of 2013	
Range	Reading	Math	Range	Composite
700-800	25%	25%	28-36	25.9%
600-690	38%	46.9%	24-27	28.3%
500-590	31%	25%	16-23	34.3%
400-490	6%	0%	1-15	11.5%
300-390	0%	1%		
200-290	0%	3.1%		
LT Critical Reading Mean: 632			LT Mean: 23.6*	
National Critical Reading Mean: 496			National Mean: 20.9LT Math	
Mean: 660National Math Mean: 514				

*The ACT mean score includes the most recent ACT test score for all 2013 students, which may include the required ACT administration as part of standardized testing in Illinois.

Advanced Placement (AP) Program

The Advanced Placement Program® provides students with the opportunity to take college-level courses in a high school setting. Students who participate in the AP Program® not only gain college-level skills, but in many cases they can earn college credit while still in high school.

AP courses are taught by highly qualified high school teachers with curriculum approved by the College Board AP Audit process.

AP Examinations are administered in May. The three-hour exams contain a free-response section (either essay, problem solving, or listening and speaking) and a multiple-choice question section (exception: the AP Studio Art subject follows a portfolio assessment format). The multiple-choice questions are scored by computer. The free-response portions are evaluated by a team of skilled college professors and high school teachers who meet annually to score exams in their area of expertise. Each AP Exam grade is a weighted combination of the student's score on the multiple-choice section and on the free-response section. The final grade is reported on a 5-point scale:

5 = extremely well qualified

4 = well qualified

3 = qualified

2 = possibly qualified

1 = no recommendation

AP Grade Reports are sent in July to the college(s) that the student chooses to the high school and are available to the students online. The reports include grades for all the AP Exams a student has ever taken, unless the student has requested that one or more grades be withheld from a college or canceled.

Each college decides which AP examination grades it will accept. Students may earn credit and/or placement at most colleges and universities in the U.S., as well as colleges and universities in more than 40 other countries, through qualifying AP Exam grades. At many of these institutions, students can earn up to a full year of college credit (sophomore standing) through a suf-

ficient number of qualifying AP Exam grades. Individual colleges and universities, not the College Board or the AP Program, grant course credit and placement. Because credit policies vary from school to school, students should obtain a college's AP policy in writing. Students can find this information in the institution's catalogue, on its website, or by using collegeboard.org's AP Credit Policy Info search. Colleges that have received an AP Grade Report will generally notify the student of any placement, credit, and/or exemption earned during the summer. Students can also contact the college's admissions office to find out the status of AP credits.

Since AP courses and examinations are mainly a junior and/or senior year experience (with the exception of AP European History which is also open to sophomores), parents and students who are anticipating college should begin early—even in the ninth and tenth grade—to prepare for AP opportunities by making sure that the appropriate prerequisite courses are taken. AP courses are offered, provided enrollment is sufficient. The AP policies listed in the departmental sections should be studied along with the specific course descriptions.

AP Courses & Exams Offered at LTHS
May 4 - May 15

Art	German Language and Culture
<ul style="list-style-type: none"> • Art History • Studio Art 2-D Design • Studio Art 3-D Design • Studio Art: Drawing 	Government & Politics
Biology	<ul style="list-style-type: none"> • Comparative Government & Politics • United States Government & Politics
Calculus	History
<ul style="list-style-type: none"> • Calculus AB • Calculus BC 	<ul style="list-style-type: none"> • European History • United States History
Chemistry	
Chinese Language & Culture	Italian Language and Culture
Computer Science	Latin
<ul style="list-style-type: none"> • Computer Science A 	
Economics	Music Theory
<ul style="list-style-type: none"> • Macroeconomics • Microeconomics 	Physics
English	<ul style="list-style-type: none"> • Physics C: Electricity & Magnetism • Physics C: Mechanics • Physics I
<ul style="list-style-type: none"> • English Language & Composition • English Literature & Composition 	Psychology
Environmental Science	Spanish Language and Culture
French Language and Culture	Statistics

Spring 2013 - AP Examination Profile

- 698 Students took 1,405 Examinations
- Of the total grades reported, 94% were 3, 4, or 5.

Course	Exams	Course	Exams
Art History	6	Government-United States	50
Biology	90	Government-Comparative	44
Calculus (AB)	119	Italian Language	6
Calculus (BC)	19	Latin: Vergil	0
Chemistry	31	Music Theory	8
Chinese	5	Physics	45
Computer Science A	14	Psychology	162
Macro/Micro		Spanish Language	54
Economics	47	Statistics	47
English Lang./Comp.	198	Studio Art	4
English Lit./Comp.	113	U.S. History	202
European History	64		
French Language	30		
German Language	3		

Academic Requirements for Athletic and Activity Eligibility

Illinois High School Association (IHSA) In order to maintain athletic/activity eligibility in high school, a student must pass work in at least five high school courses per week and he/she must have earned a total of two and a half credits in five - 1/2 credit bearing courses in the previous semester.

Lyons Township High School follows the IHSA requirements and *also* requires students who participate in athletics and/or activities and who are failing two courses and/or near failing three courses to do remedial work on a weekly basis with their teachers.

NCAA Academic Requirements

To be eligible to receive athletic scholarship assistance and to practice and play in the freshman year at a Division I or II college. NCAA Divisions I and II require 16 core courses. **Division I** requires 4 years of English, 3 years of math, 2 years of natural/physical science, 1 year of additional English, math, or natural/physical science, 2 years of social science and 4 years of additional core courses. Beginning August 1, 2016, NCAA Division I initial eligibility will also require 10 core courses to be completed prior to the student's 7th high school semester. **Division II** requires 3 years of English, 2 years of math, 2 years of natural/physical science, 3 years of additional English, math or natural/physical science, 2 years of social science, and 4 years of additional core courses.

For specific NCAA requirements; such as GPA and ACT/SAT scores, please refer to the NCAA website (www.eligibilitycenter.org). Student-athletes must also be certified by the NCAA Initial-Eligibility Clearing House. Prospective college athletes should consult their counselors for further information on NCAA require-

ments and regulations and are encourage to attend the NCAA information night in November.

Academic Ability Levels

Students are assigned to course levels on the basis of test scores, performance/achievement, and teachers' recommendations. A student may be in one or more honors or accelerated level courses at one time since departments individually place students. No student can take all courses at either the honors or accelerated level. Several courses required for graduation, (practical arts, creative arts, business, social studies, and physical education) as these departments have some required courses which are offered only at the preparatory level.

Initial Academic Ability Level Placement Procedures

Eighth grade students in the Township are administered the *EXPLORE* test on a selected Saturday in November. Entering freshmen who are not tested in November and all other transfer students are administered a similar battery of assessments as part of the enrollment and placement process prior to having a schedule created.

Students are placed initially into ability levels as incoming freshmen through a process that involves articulation between LTHS and Township associate schools, both public and private. Placements are made using the following criteria:

- *EXPLORE* test scores;
- grades from first semester eighth grade; and
- eighth grade teacher recommendations.

Discrepancies between recommended placements by the associate schools and LTHS are best resolved by conferences among LTHS division chairs, associate school teachers, and parents. Parents need to complete this conference by March 8. Special Education Services placement information is available through the Special Education Services Division. Placement information specific to each department may be found in the division sections of the guide.

Personal growth involves making informed decisions and learning from the consequences of those decisions. For this reason, the selection of courses should be made carefully by students and parents with information from teachers and counselors. The role of these professionals is to help students and parents make informed decisions which minimize failure, maximize success, and ensure the orderly and efficient operation of the school. Finally, teachers have the responsibility to maintain the integrity of standards and expectations of courses.

Academic Ability Levels - Standards and Expectations

ESSENTIAL QUESTION: How do we ensure *vita plena* for all students at LTHS?

GOAL: All students who enter LTHS will graduate prepared for college and careers through the systematic connections made among academics, character and leadership, career and technical education, health and physical education, the arts and design.

FOUNDATION: The minimum expectation for all students at LTHS is to succeed at the Preparatory level.

EXPECTATION: All students will challenge themselves to delve deeper into courses and programs that stretch their abilities and provide opportunities for college and career goals.

AFFIRMATION: Lyons Township High School has prepared students for their futures for generations. Previous successes require that LTHS continue to offer the highest level of education for its students by continuing to provide innovative, relevant, and challenging courses of study.

What Levels Mean at LTHS	Level III Preparatory (Prep)
<p>Each course in the Academic Program Guide (core and elective) is assigned an academic ability level. Each level has a standard/expectation which outlines the academic rigor students are expected to meet to successfully complete these courses.</p> <p>In addition to these expectations, the following academic ability level descriptions, standards and expectations, are designed to assist students and parents in course selections and in understanding the differences among academic ability levels. These standards are also intended to help students exceed standards in the Prairie State Achievement Examinations (PSAE) and to score well on ACT, SAT Reasoning / SAT Subject Tests, and AP assessments. Individual courses may have additional expectations and/or move at an accelerated pace. Students and parents should note each course's individual prerequisites, characteristics, and expectations in the Guide.</p> <p>Regardless of the level, everyone at LTHS wants all students to achieve to the best of their abilities. To succeed, all students must:</p> <ul style="list-style-type: none"> • attend school regularly and be punctual • be prepared with materials and assignments • be actively involved in the classroom--work independently and in a variety of roles in cooperative groups • effectively use available learning resources (library and media centers, Discovery Centers, computer/graphics labs, Student Services, and tutorial services). 	<p><i>Courses for students are college-bound and desire secondary training, have attained basic school skills and are working toward higher competencies. Courses are offered in grades 9-12.</i></p> <p>GENERAL STANDARDS</p> <p>Students taking courses at this level are expected to</p> <ol style="list-style-type: none"> 1. take responsibility for more independent learning as they progress toward their senior year with guided practice as a regular part of instruction 2. review and study class material in addition to completing assigned homework. <p>SPECIFIC STANDARDS</p> <ol style="list-style-type: none"> 1. Thinking skills and depth of study Students will use and develop recall and comprehension skills as the foundation for learning higher-level thinking skills; problem-solving, inference, synthesis, and evaluation. 2. Projects requiring research Students will be thorough in their research. The end product of projects can take any of the following forms: written, spoken, performed, or crafted. 3. Pacing of studies These courses move at a pace that allows for frequent review and checks for understanding. 4. Homework Work will be assigned a minimum of three times a week and may include the following: reading, writing, problem-solving, reviewing, memorizing, designing, crafting.

Academic Ability Levels - Standards and Expectations

An emphasis on application of learning, problem solving, and critical thinking are imperative for all of our graduates, no matter their plans for their futures or the level assigned to the course of study.

- **Rigor** pertains to the fundamentals of education. All students will be expected to demonstrate mastery of the essential outcomes at the Preparatory level. Interventions and supports will be designed, implemented and measured to allow each student to succeed in accordance with individualized plans (e.g. IEP, Section 504, RtI).
- **Relevance** links the past, the present and the future. Relevance at LT is the use of the building blocks of the past as learned through disciplines, applied to the problems of the present, to design solutions for the future.
- **Relationships** are interconnected networks and systems. Wherever possible, opportunities to link course content to other courses and disciplines will be explored. While many assignments and courses require individual attention to achieve mastery, teachers and students will also seek relationships between and among all disciplines.

Level IV Accelerated (Accel)	Level V Honors (Hon)/Advanced Placement (AP)
<i>Courses for students working at higher, challenging levels and school skills and/or at an accelerated pace. Courses are offered in grades 9-12.</i>	<i>Courses for students with exceptionally rapid learning abilities, advanced school skills, and/or who are preparing for an Advanced Placement Examination. Honors courses are offered in grades 9-12; AP courses are offered in grades 11-12; European History AP is offered in grades 10-12.</i>
<p>GENERAL STANDARDS Students taking courses at this level are expected to</p> <ol style="list-style-type: none"> 1. take immediate responsibility for independent learning with guided practice when needed 2. review and study class material consistently in addition to completing assigned homework. <p>SPECIFIC STANDARDS</p> <ol style="list-style-type: none"> 1. Thinking skills and depth of study Students are assumed to have recall and comprehension skills. The Accelerated level emphasizes higher level thinking skills. Students' work will demonstrate the use of these higher learning skills: problem-solving, inference, synthesis, and evaluation. The curriculum is more complex, challenging, and extensive than at the Preparatory level. 2. Projects requiring research Students will be self-directed and independent in their research. The end product of projects can take any of the following forms: written, spoken, performed, or crafted. Students may be expected to complete these projects in addition to daily class work and homework. 3. Pacing of studies These courses move at an accelerated pace. Limited time is built into the curriculum for review. 4. Homework Work will be assigned a minimum of four times a week and may include the following: reading, writing, problem-solving, reviewing, memorizing, designing, crafting. 	<p>GENERAL STANDARDS Students taking courses at this level are expected to</p> <ol style="list-style-type: none"> 1. take full and immediate responsibility for independent learning with limited guided practice 2. review and study class material extensively in addition to completing assigned homework. <p>SPECIFIC STANDARDS</p> <ol style="list-style-type: none"> 1. Thinking skills and depth of study Students are assumed to have recall, comprehension, and problem-solving skills. The Honors level emphasizes inference, synthesis, and evaluation. The difference between Honors and Accelerated levels is the frequency and depth of activities reflecting these higher order skills. The curriculum is more complex, challenging, and extensive than at the Accelerated level. 2. Projects requiring research Students will be self-directed and independent in their research. The end product of projects can take any of the following forms: written, spoken, performed, or crafted. Students will be expected to complete these projects in addition to daily class work and homework. 3. Pacing of studies These courses move at an accelerated pace that approximates college-level pacing by the senior year. 4. Homework Students can expect daily assignments that are extensive, time-consuming, and may include the following: reading, writing, problem-solving, reviewing, memorizing, designing, crafting.

Student Course Assignment/Class Load

A student will be enrolled only in courses for which he/she has met the prerequisites as published annually in the **Academic Program Guide**. Initial student course selections will be accommodated whenever possible. Important and timely course and staffing decisions are based upon these selections. LTHS guarantees educational opportunities to students as posted in the **Guide** and as noted below:

1. A full-time student at LTHS carries a minimum of six (6) classes per semester. Most students at LTHS are enrolled in seven (7) classes per semester. Students who enroll in The Technology Center of DuPage (TCD) enroll for the equivalent of three (3) classes. The work experience portion of Cooperative Career Education is the equivalent of one class per semester. Students returning to LTHS for a fifth year carry only those classes necessary to complete graduation requirements.
2. LTHS will make every effort to deliver courses on the basis of two criteria:
 - minimum enrollment of 18 students per course per **Board of Education Policy 6.19 Minimum Course Enrollment**, and with the possible exception of capstone courses; and
 - student selection of courses does not result in irresolvable master schedule conflicts.
3. The class period in which a course is offered depends on a variety of scheduling considerations including staff availability, fewest master schedule conflicts, and facility usage.
4. If a course does not have the minimum enrollment at either North or South Campus, students have the following two options:
 - selecting that same course at the other campus, provided it has the minimum enrollment and provided it is offered during 1st and/or 10th periods or
 - dropping the course and adding another available course in its place.
5. If a student chooses a course offered at the other campus, that student will only commute/travel between campuses on transportation provided by District 204. Students who select this option should be fully aware that instructional time of the periods before, during, and after the course selected will be lost due to travel time. Careful consideration of the student's academic and organizational strengths should be made before selecting this option. Students may not choose courses at the other campus during periods 2 - 9.
6. Specific semester course requests may not be accommodated based on balancing schedules for staff-

ing purposes.

7. LTHS does not guarantee the delivery of elective or capstone courses (see p. 32) regardless of their enrollments.
8. Students may register for only one study hall per semester.
9. Study hall period assignments are made by the District and may not be requested for specific periods or semesters.

Schedule Changes

Once initial student academic ability level placement is made following the process described under Initial Academic Ability Level Placement Procedures on page 10, a student's placement may be reviewed periodically to ensure that he/she is placed at an appropriately challenging level. Academic ability level changes may be made for students seeking a challenge (to a higher level) or for students experiencing exceptional difficulty (to a lower level). District guidelines for academic ability level changes are necessarily restrictive to ensure space is available in classes and that students begin the year in the best possible placement in an appropriate class. Barring significant exceptions, most changes are made for 1st semester by March of the previous school year and starting the week after thanksgiving for 2nd semester.

- Placements for sitting freshmen, sophomores, juniors and seniors are based on the recommendations of LT teachers.
- If a student and/or parent wish to adjust a placement, the student and parent consult first with the student's teacher to review the current placement and determine if a change is warranted.
- After parents and students have reviewed the differences in levels and the reasons for level recommendation changes, parents and students have the final say in the decision.
- Changes are only made when space is available.

After initial placement and scheduling are completed in February, schedule changes are not permitted. Initial student course selections made during registration will be accommodated whenever possible. Important course and staffing decisions are based upon these selections. **Student changes of mind or schedule preferences (teacher, period, time of day) will not be accommodated.** Therefore, only for limited reasons will adjustments be considered and/or approved. Regardless of the request, students must continue attending class and completing assignments until notified of the decision regarding adjustment requests in case space is not available or a request cannot be accommodated.

Schedule Adjustments

Adding a Course

A course may be added to a student schedule during the first 10 days of the semester if the following criteria are met:

The student has a study hall that can be replaced by a course AND there is available space in the class during the same semester AND same period.

Necessary Course Adjustments

Individual courses can be adjusted based on the following criteria:

- A1) An adjustment necessitated by completion or non-completion of summer courses
- A2) An adjustment necessitated by first or second semester failures
- A3) An adjustment necessitated by a student's Individualized Educational Plan (IEP) supports
- A4) Documented change of college/career plans requiring a different course that cannot be accomplished during the 4 year academic plan, summer or remaining school years prior to graduation. This requires review by the College & Career Coordinator.

Drop to a Study Hall

Individual reviews by Student Assistance Teams may be considered for the following reasons:

- D1) Documented economic necessity to work
- D2) Documented provision for unusual family care situations and/or
- D3) Documented psychological inability to handle schedule.

Level Changes

Student changes of mind on course preferences (teacher, period, time of day) are not considered to be a level change and will not be accommodated. Level changes need review and approval by the Division Chair. Students requesting a change from initial course placement may include:

Level change (courses designated at different levels, and the content varies in scope, sequence and rigor) There are two windows of opportunity for requesting level changes--during course selection in the winter and during the first four weeks of each semester.

- 1. **The change must be initiated within the first four weeks of a given semester.**
- 2. Space must be available in the desired course and any other courses that may need to be changed to accommodate the request.
- 3. No existing course may be dropped to accommodate a level change after the start of a semester.

- 4. The grade from the previous course will not travel with the student.
- 5. The student will be required to make up major assignments. These will be determined by courses and departments so they are consistent among teachers who teach the same courses.

Math or science course changes require a discussion with the Math/Science Division Chair. (courses designated at the same level, but content varies in scope and sequence)

- 1. **The change must be initiated within the first four weeks of a given semester.**
- 2. The grade follows the student.
- 3. The student does not make up any work, unless needed as a prerequisite for subsequent units as determined by the teacher.

Please note the master school schedule is built based on student requests during winter registration; consequently, any changes beyond that may not be possible due to space availability. Therefore, approved level changes are not a guarantee of schedule changes when seats are not available to accommodate the change.

Any appeals on schedule adjustments should be directed to the North or South Campus Associate Principal.

Full Time Student

Students are enrolled in 7 classes per semester with a minimum 6 credit bearing courses to be considered as a full time student. When students have circumstances that prevent them from carrying a full day schedule, school beyond 4 years is a potential path that must be considered.

Academic Grading System

The goals of a comprehensive high school education are accomplished by the pursuit of knowledge, skills, concepts and understanding. Diligent study and effort result in learning, achievement and rewards not measured by grades, GPA, and/or credits; however, grades and credits are necessary elements of academic performance.

A student's academic achievement will be evaluated and awarded a letter grade based on the attainment of objectives, standards, and expectations of the course in which he/she is enrolled.

Academic achievement is represented by letter grades as follows:

- A - Superior
- B - Above Average
- C - Average
- D - Below Average
- F - Failure
- AS - Audit completed successfully
- AU - Audit completed unsuccessfully
- CP - Conditional Pass
- DP - Doubtful Pass
- CR - Credit
- NC - No Credit
- I - Incomplete
- W - Withdrawal
- WF - Withdrawal Failure

All letter grades noted above may be used for evaluation of student work per the following:

- A, B, C, D, F, I, AS, AU, CR, NC, W, WF all may be used at quarter and/or semester marking periods.
- DP/CP may only be used at the end of a semester grading period.

A grade of "CP" (Conditional Pass) is used when a student's achievement in the course is low, but he/she may continue in the sequence of courses. If the student successfully completes the following semester's work, the teacher will change the "CP" grade to a "D". Otherwise, the teacher will need to change the "CP" grade to an "F".

A grade of "DP" (Doubtful Pass) is used when credit for the course is to be counted toward graduation credit requirements; however, the student is not to continue with the next course in the sequence. It carries the same grade point value as a "D".

- A grade of "I" (Incomplete) is used when a student has not completed requirements for a course grade. It may be used at either quarter or semester time. Though completion of work as quickly as possible is recommended, a student may complete his/her work and receive a final grade for the course within the first six weeks of the following semester. Students receiving incomplete grades for second semester courses may complete work for final grades

within the first six weeks of the following fall semester. For purposes of calculating class rank and GPA, incompletes must be cleared up fourteen days following the deadline for teachers to post grades.

- A grade of "W" (Withdrawal) is generally used when a student drops or is removed from a course between the 10th day of a semester through the last day of the first or third quarter. The grade "W" will appear on the report card and transcript thereafter. The "W" grade does not receive a grade point value, and **is not** part of either the weighted/unweighted GPA, class rank, or Honor Roll computation.
- A grade of "WF" (Withdrawal Failure) is generally used when a student drops a course during the second or fourth quarters (i.e., the halfway point or later of a semester) or is removed from a course at any time due to attendance or disciplinary reasons. The "WF" grade will appear on the report card and transcript thereafter. The "WF" grade receives a grade point value of 0 and **is** part of the weighted/unweighted GPA, class rank, and Honor Roll computation.

Teachers may use + or - signs with grades A-D in order to differentiate levels of achievement. These signs will appear on report cards and transcripts but they are not used to determine class rank or grade point averages.

Academic Grading Scales

The following grading scale is used to determine grades earned in most courses:

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F = 59% or less

In Driver Education, the following grading scale is employed.

- A = 92 - 100%
- B = 85 - 91%
- C = 77 - 84%
- D = 70 - 76%
- F = 69% or less

In Special Education, when a student receives a modified curriculum that has been collaboratively developed by Special Education and regular education professional staff and parents, grading criteria are established and stated in the modified curriculum. In the L.I.F.E. Program, authentic assessment and portfolios are used to determine grades. For some Special Education students, Individualized Education Plan (IEP) goals may indicate grading criteria that are different from the grading scales noted above.

Grade Reports and Grading Periods

LTHS informs parents of student grades four times each semester: Grade Status Reports (3 1/2 weeks and 13 weeks), Quarter Grades (9 weeks), and Final Semester Grades (18 weeks). Grade Status Reports are used by teachers through the Infinite Campus parent portal to notify parents if students are not working to their abilities and/or who are not passing classes. Quarter and final semester grading periods are posted on the official school calendar (see page iii of the **Guide**) and in the annual Parent Teacher Council Calendar. Final semester grade reports include 18-week daily grades, final examination grades, weighted and unweighted GPA and class rank, and honor roll designation.

Auditing Courses and Audit Grades

On rare occasions, a student is granted permission to audit a course and receive an audit grade (AS-audit completed satisfactorily; AU-audit completed unsatisfactorily). The school employs a stringent process for recommendation and approval of audit status.

An Audit Student (other than late admittance or transfer):

- Begins and ends the semester without having transferred in or out of LTHS
- Applies to the Principal for audit status prior to the 15th day of a semester
- Meets all course behavioral and academic standards and expectations including but not limited to attend dance, quizzes, tests, final exams, projects, and homework.

Once the audit is approved by the Principal, it cannot be changed after 15 school days. The student will not receive a traditional grade (A, B, C, D, F) or credit. The grade (AS/AU) will not apply toward graduation requirements, weighted/unweighted grade point average (GPA) or class rank.

For information concerning audit status for transfer and late admittance students, please see page 23. Students seeking additional information regarding audit standing should contact their counselor.

Credit/No Credit (CR/NC) Option

LTHS offers a series of courses for credit/no credit (CR/NC). The (CR/NC) option was developed so that students would take advantage of the full, comprehensive high school curriculum at LTHS. In addition, the (CR/NC) option provides an opportunity to take a broader range of courses that students might not otherwise experience.

The following conditions apply to all courses designated (CR/NC) by LTHS and to students who elect to take these courses under the (CR/NC) option:

- Students must carry a minimum of five (5) subjects exclusive of Physical Education/Health.
- Students may enroll in only one course for (CR/NC) per semester or per summer term.
- Students electing a course designated (CR/NC) in the **Guide** must turn in a completed application form with parent and counselor approval prior to the **4th week of** each semester and cannot change back to the regular grading system after the decision has been made.
- **Completed applications must be submitted within the first 4 weeks of a semester.**
- An annual course may be selected at the start of its second semester for (CR/NC) even though it was not selected as such for the first semester, provided all conditions are still met. Students selecting both semesters of an annual course as (CR/NC) must apply for each semester separately.
- The procedure for grading students electing courses as (CR/NC) will be the same as for students enrolled under the regular grading system; however, instead of a letter grade, a “credit” (CR) or “no credit” (NC) will be entered on the quarter and semester grade card, transcript, and in the permanent record. Traditional letter grades will be reported on all interim progress reports.
- Students taking courses for the (CR/NC) option must earn grades of C- or higher in order to receive credit for these courses.
- Courses selected by students for (CR/NC) will not be utilized in the computation of GPA (grade point average) or class rank.
- Students who are considering selective colleges should not take college preparatory courses for (CR/NC). Students and parents should consult their counselors in these instances.
- Independent study courses may not be taken as (CR/NC).
- Dance Studies 1, 2, & 3 may be elected for (CR/NC) only if they are taken as a Creative Arts graduation requirement and must be taken in addition to a regular PE course during the same semester.

A list of departments and (CR/NC) course options are listed on the next page. Students and parents should refer to specific course descriptions for (CR/NC) courses. (CR/NC) courses are identified as such in the departmental course descriptions.

Students should be aware that some colleges may not accept credit/no credit courses which are needed for college entrance. In addition, some colleges change a credit/no credit course on a transcript to the grade of “D” when considering your GPA and coursework for admission.

Applied Technology

All courses **EXCEPT**

- Independent Study
- Industrial & Related Occupations (IRO)
I, II Work Experience
- All Aviation Courses other than AT5156 (Aviation)
- Air Cooled Engine Technology

Art

All courses **EXCEPT**

- Independent Study

Business Education

- Accounting 1
- Business Law
- Introduction to Business
- Computer Applications (MOS)
- Keyboarding
- Marketing
- PC Repair & Maintenance (A+)
- Programming in Visual Basic
- Web Page Development 1

Family and Consumer Sciences

All courses **EXCEPT**

- Career & Community Partnerships I,
II Work Experience
- Chefs
- Family Health Issues
- Food Science
- Independent Study
- Teaching Internship - Preschool
- Teaching Internship - Elementary 1 & 2

Language Arts

All elective courses **EXCEPT**

- Independent Study
- Interdisciplinary Workshop (IDW)
- Journalism courses

Music

All courses **EXCEPT**

- Independent Study

Physical Education and Health

- Dance Studies 1, 2, and 3 (Must be taken in addition to P.E. if taken as CR/NC and/or Creative Arts graduation requirement.)

Social Studies

- Constitutional Law
- Contemporary Issues
- Economics
- Human Geography
- International Business Economics
- Psychology for Life
- Psychology of the Mind
- Sociology

Special Education Services

- Personal/Social Development I-IV

World Languages

- Etymology Prep
(Level III Prep only)

Duplicate Credit Option

LTHS offers a small number of courses which can be taken more than once for full academic credit each time. Each of these courses, taken at different times, provides an academic experience that is unique and is designed to meet the individual needs/skills of students at given points in time. Students and parents should refer to specific course descriptions for duplicate courses listed below and discuss these options with their counselor. Duplicate credit option courses are identified as (dc) in the course descriptions. Course selections here are listed by department and by campus availability. Duplicate credit courses may only be taken twice unless otherwise noted. Courses with a 3+ may be taken 3 or more times. Courses with a 3 or 4 may be taken no more than the number of times indicated.

Alternative Program

- Life Skills 3+
- Work and Careers 3+
- South Campus English
- North Campus English

Applied Arts

- Engineering and Invention 2 (NC)
- Furniture/Cabinet Making II
- Aviation
- Private Pilot Operations

Art

- Studio Art Accel (NC)

Language Arts

- Beginning, Intermediate & Advanced ELL (SC/NC) 3
- Beginning Reading ELL (SC/NC) 3
- Beginning Tutorial ELL (SC/NC) 3
- Intermediate and Advanced Tutorial ELL (SC/NC) 3
- Language Learning Experience (Summer) 3
- Tutorial ELL (SC/NC) 4
- Journalism: Newspaper Production (NC)
- Journalism: Yearbook Production (NC)
- Playwriting (NC)
- Theatre: Acting (SC/NC)
- Theater: Improvisation and Mime (NC)
- Theater: Playwriting (NC)
- Theater: Stagecraft (NC)
- Theater: Stage Lighting & Design (NC)
- LTTV Production (SC/NC)
- TV: LTTV Summer Programming 3+

World Languages

- Spanish for Spanish Speakers (SC/NC)

Music

- Concert Band (SC)
- Concert Choir (NC)
- Concert Orchestra (SC)
- Jazz Ensemble (NC)
- Symphonic Band (NC)
- Symphony Orchestra (NC) 3
- Treble Choir (NC)
- Wind Ensemble (SC/NC) 3

Physical Education

- Dance Studies 3 (NC only) 3+
- Applied Personal Fitness (NC) 3+
- SCUBA

Special Education 3+

- Curriculum Skills Resource (SC/NC)
- Personal/Social Development I-II (SC/NC)
- Social Communication (SC/NC)
- L.I.F.E. Life Skills I (SC)
- L.I.F.E. Life Skills II (SC)
- All other L.I.F.E. courses

Final Exam Exemptions

A. For 2014-2015, students are eligible to be exempt from the semester final examination in one course of his/her choice provided he/she had met all of the following criteria:

1. Earn a grade of C- or better in the class they wish to exempt.
2. No unexcused absences in ANY class.
3. No more than four tardies in ANY class.
4. No disciplinary infractions that result in in-school or out-of-school suspension.

A committee reviews this exemption policy and each year presents its recommendations to the Board of Education. If a new policy is implemented for next year, the online version of this Guide will reflect the change.

B. Seniors A senior in his/her last semester (or eighth semester, whichever occurs first) of full-time enrollment may be exempt from a final semester examination in a course provided he/she has met all of the following criteria:

1. has achieved a grade of B- or higher on the last day of regularly scheduled classes in that course.
2. has returned all of his/her rental textbook(s) for that course on or before the last day of regularly scheduled classes.

This exemption incentive may be applied to and may be taken for any and all courses in which the student is enrolled provided the student has met the criteria.

Class Rank and GPA

LTHS computes, records, and provides both weighted and unweighted Grade Point Averages (GPA) and Class Rank for all its students on a semester basis. The GPA is the cumulative point total of all letter grades earned (A, B, C, D, F only) divided by the number of semester courses in which grades are attempted. Class Rank is the arrangement of students in order according to their academic performance. Class rank data is captured 10 school days following the submission of teacher grades. Please refer to the **Levels/Ability Grouping** (pp. 12-13) and **Course/Levels & Standards/Expectations** sections (pp. 12-13) of the **Guide** for more information on academic levels. Weighted and unweighted GPA and Class Rank are reported on report cards and transcripts, are cumulative, and represent all final semester grades earned to date.

In computing the **unweighted GPA**, letter grades in all courses are assigned the same numeric values regardless of the academic ability level of each course, i.e., A=4, B=3, C=2, D=1, and F/WF=0. In computing the **weighted GPA**, letter grades in all courses are assigned numeric values based on the academic ability level of each course, i.e., A=6, 5, or 4, depending on the academic ability level; B=5, 4, 3, etc. Two tables reflecting the unweighted and weighted numeric value for courses are provided below. Course credit transferred to Lyons Township High School from another accredited and approved institution is included when computing and determining GPA and class rank.

GRADE POINT VALUE TABLE

WEIGHTED				UNWEIGHTED			
	III	IV	V		III	IV	V
A	4	5	6	A	4	4	4
B	3	4	5	B	3	3	3
C	2	3	4	C	2	2	2
D	1	2	3	D	1	1	1
F	0	0	0	F	0	0	0

The sum total of each of these different values is then divided by the number of courses in which 1/2 (.5) credits are attempted per semester to determine the student's two GPAs. Using the above tables and formula, a student taking 7 half-credit (.5) classes would receive the following unweighted and weighted GPAs.

COURSE	LEVEL	GRADE	UNWEIGHTED VALUE	WEIGHTED VALUE
1	III	A	4.0	4.0
2	III	B	3.0	3.0
3	IV	C	2.0	3.0
4	III	B	3.0	3.0
5	IV	D	1.0	2.0
6	V	B	3.0	5.0
7	III	F or WF	0	0
GPAs			2.28	2.85

Honor Roll

Lyons Township High School maintains one honor roll that recognizes the academic achievement of its students.

All grades earned by a student apply toward honor roll determination with the exception of Audit (AS/AU) and Credit/No Credit (CR/NC) courses. Honor roll status is determined using unweighted or weighted GPAs, whichever is higher. Honor roll is determined by using the unweighted or weighted grade point value table for grades earned. To qualify for honor roll status, a student:

1. must obtain a grade point average of 3.125 or higher.
2. cannot receive an F or WF.
3. must be enrolled in at least 4 courses for which he/she received grades of A, B, C, D, or DP.
4. must be enrolled in at least 5 courses, each of which carries .5 credit.

Students enrolled in courses at TCD, or the Teaching Internships - Elementary 1 & 2 courses may be exempt from 4.

The LT honor roll is calculated, awarded and announced four times each year. **Advisory Honor Roll** is posted at the end of first and third quarters and is based on quarter work only, including mid-term examinations. **Semester Honor Roll** is posted at end of first and second semesters and is based on the entire semester work, including final semester examinations and exemptions. Both **Advisory Honor Roll** and **Semester Honor Roll** are submitted to the local media for publication. Summer School grades do not apply to Honor Rolls.

Academic Awards

Lyons Township High School offers a wide array of awards to its students for their academic achievement throughout their high school careers. Each award/honor has specific criteria which students must fulfill in order to be eligible. Some awards/honors require applications while others are based on test scores, class rank, GPA, or other criteria. Students are notified about these awards and honors through a variety of ways including daily announcements, *College Corner*, in Counseling Offices and in the College/Career Center.

The following awards, honors, and/or scholarships have as their basis weighted GPAs and weighted class ranks: Gold L Award, Honor Graduate, Illinois State Scholar, IHSA All-State Academic Team, LTHS local scholarships, National Honor Society, National Merit Scholarship Program, President's Education Award, Robert C. Byrd Scholarships, State of Illinois Merit Recognition Scholarships, Salutatorian and Valedictorian awards.

Lyons Township High School Honors

Academic awards are granted through LTHS for academic achievement. Each of these has specific academic criteria which students must meet in order to be eligible for and to receive the awards. These include the following.

- **Academic Letter Awards:** academic performance over time – honor roll status over six consecutive or eight cumulative quarters.
- **Academic Chevron:** continuing academic performance, 1st Chevron - honor roll status for ten consecutive or twelve cumulative quarters, 2nd Chevron - honor roll status for fourteen consecutive or sixteen cumulative quarters.
- **Gold L Award:** senior award; top 15% of the class as of the end of the seventh semester.
- **Valedictorian/Salutatorian:** recognition given to students whose class ranks are 1st and 2nd respectively as of the end of the seventh semester.

LTHS Division and Department Honors

At the end of each school year, LTHS recognizes outstanding students for their academic performances in and their contributions to departments and divisions.

LTHS Scholarships

LTHS and certain out-of-school individuals and organizations award a number of scholarships to graduating seniors. These scholarships have special significance because they are awarded from within the school for academic achievement in and contributions to other school and community related areas. The LT Awards, Honors, and Scholarship Selection Council comprised of faculty and administration selects recipients for these honors.

Local Honors

Many local community groups, agencies, and organizations support LTHS by providing scholarships, awards and honors to students each year. They represent a commitment to LTHS students and are visible proof that we are a community that cares deeply about its young people. Through school communication, LT makes efforts to publicize the availability of these honors to students, and in appropriate forums to recognize both donor(s) and student recipients.

Athletic and IHSA Academic Awards

Awards are presented to student-athletes and co-curricular students who perform at exceptionally high academic levels and are members of IHSA recognized athletic and activity teams/groups. Athletic-academic awards are also presented to student-athletes through the West Suburban Conference (WSC).

Illinois State Scholar

The Illinois State Scholar Award is based on a combination of test scores and class rank. The Illinois Student Assistance Commission determines both eligibility and recipients for this award. Approximately 10% of the seniors in the state are recipients each year.

National Honors

There are several national honors awarded to LTHS students each year. Included are national academic awards in content areas and the President's Education Award.

Based on performance and eligibility requirements, students are also eligible for induction into the following national academic honor societies of which LTHS is a school member: world languages, Thespians, Quill and Scroll, and the National Honor Society.

Based upon their achievement on the *PSAT* taken in the fall of the junior year, students compete in the following categories of the National Merit Competition: National Merit Commended students (top 5% *PSAT* scores nationally); National Merit Semifinalists (top ½ of 1 percent of *PSAT* scores in Illinois); and National Merit Finalists (National Merit Semifinalists who have successfully competed using an application, essay, *SAT* scores, high school grades, and school recommendation).

Annual Academic Recognition Ceremonies

Each year, LTHS recognizes its students for their academic achievement at several major awards ceremonies: a monthly Student of the Month breakfast at each campus, an Illinois State Scholar assembly, a National Merit recognition evening, a South Campus Awards Assembly held at the end of May, and the annual Senior Honors Assembly. In all cases, parents are invited and encouraged to attend to show visible support for their student.

The South Campus Awards Assembly is held in May during the day to recognize outstanding achievement and effort on the parts of freshmen and sophomores. Divisions and departments recognize individual students for various achievement, awards, effort, and honors. The school letter "L" is presented annually to sophomores who have achieved honor roll status for six quarters. Each student's name is read while accepting his/her award from the Principal on stage.

The Senior Honors Assembly is held during the day at the end of the year to recognize graduating seniors in front of their peers, parents, and the community. Awards, honors, and scholarships are personally presented to students by the Principal or scholarship representative.

Advanced Placement (AP Scholars)

The College Board maintains an academic recognition

program for students who excel in AP examinations.

AP Scholars are those students who achieve high scores on three, four, five, or eight AP examinations. The following designations apply:

- **AP Scholar:** granted to students who received grades of 3 or higher on three or more AP Exams on full-year courses
- **AP Scholar with Honor:** granted to students who received grades of 3 or higher on four or more AP Exams on full-year courses, with an average exam grade of at least 3.25
- **AP Scholar with Distinction:** granted to students who received grades of 3 or higher on five or more AP Exams on full-year courses, with an average exam grade of at least 3.5
- **AP National Scholar:** granted to students in the U.S. who receive an average grade of 4 or higher on eight or more AP Exams on full-year courses

LT students earning these designations are recognized at the annual Senior Honors Assembly.

National Honor Society

The National Honor Society (NHS) is a national organization established to recognize students who demonstrate excellence in scholarship, leadership, service, and character.

At LTHS, juniors and seniors who rank in the top 20 percent (weighted scale) of their classes are eligible for membership and induction. Qualified candidates are also selected based on character, leadership, and service.

Membership applications are distributed during the third quarter and require students to list demonstrated leadership and service to LTHS and the community. Teachers, coaches, and sponsors are asked to rate and comment on candidates they have had as students, players, and/or club members. The ratings are tallied and candidates are ranked. A selection committee comprised of an assistant principal, counselors, the Director of Student Activities, NHS sponsor(s), and at least one teacher each from North and South campus, review each application. Once selected, a student is invited to be a member at an induction ceremony. With induction, a member assumes certain obligations and must participate in at least half of the chapter's service functions. Examples include sponsoring the annual Thanksgiving luncheon for senior citizens, serving dinner at a local Ronald McDonald House, assisting at numerous school functions or serving as peer tutors.

Members are awarded an honor but are expected to share their talents and excellence in leadership, service, and character with their community and fellow students.

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Office of Assessment and Research

LTHS maintains an Office of Assessment and Research and employs a coordinator who is responsible for the comprehensive assessment program as well as the collection, analysis, and dissemination of data to promote student achievement. The office organizes and conducts large group and all-school assessment programs as well as prepares summary information for these tests and assists curricular development and instructional effort through assessment analysis. Please contact the Testing Office at 708-579-6762 for information regarding standardized tests and test preparation.

Program Placement To facilitate an effective learning environment, LTHS offers programs which challenge students at an appropriate level of difficulty. Testing is necessary to assess the scholastic aptitude and achievement levels of students in order to provide a basis upon which to recommend student placement to academic departments.

Educational Program Assessment Some testing provides a means for assessing how well students in a particular group are performing. As a result, adjustments in curricular offerings and instructional methods may be made. Testing may also be used to determine progress in attaining school improvement goals.

Growth Measurement By being tested periodically in high school, students can be provided information concerning their academic growth. Areas in need of remediation and areas where improvements have occurred can also be identified. Additional assistance or greater challenges in course selection can be offered to students. The appropriateness of students' academic and post-high school plans can be assessed.

Career Development Students generally participate in at least one interest inventory designed to match their abilities and interests to career opportunities and to assist them in planning an appropriate scholastic program.

Test Preparation The best preparation for doing well on any college entrance exam is a solid foundation of course work which includes four or more years in each of the core subjects. In addition, LTHS offers students the opportunity to enroll in test preparation classes that will help them develop testing strategies and review subject material for those tests. The PSAT prep classes are offered at the start of the fall semester in preparation for the fall national exam. There are several ACT test prep class options available to students. The after-school programs are offered in the fall and winter with after-school or evening classes. LTHS offers an ACT test prep class as part of a junior student's second semester Study Hall period. All test prep classes are taught by high school teachers who have been trained to teach these classes.

Registration forms which provide details pertaining to dates, times and costs are available in the Testing Office, Room 128 NC or on the LTHS website (www.lths.net).

College Placement College admissions examinations are often required of students who plan to pursue higher education. The Program at LTHS provides for these requirements.

2014-2015 STANDARDIZED TEST DATES

ACT Saturday Test Dates

September 13, 2014 (hosted at LTHS)

October 25, 2014

December 13, 2014

February 7, 2015 (hosted at LTHS)

April 18, 2015 (hosted at LTHS)

June 13, 2015 (hosted at LTHS)

Register for Saturday test dates by creating a web account at: www.actstudent.org

LTHS School Code: 142483

LTHS Test Center Code: 174240

SAT Saturday Test Dates

October 11, 2014

November 8, 2014 (hosted at LTHS)

December 6, 2014

January 24, 2015

March 14, 2015 (hosted at LTHS)

May 2, 2015 (hosted at LTHS)

June 6, 2015

Register for Saturday test dates by creating a web account at: www.collegeboard.org

LTHS School Code: 142483

2014 PSAT Test Date

Saturday, October 18, 2014

Register for the PSAT through the LTHS Testing Office, Room 45 at North Campus

Career Internship Guidelines for Approval

A career internship is designed for students who are seeking work experience in an area that they wish to pursue as a career upon graduation or after attending college. Students will apply for the internship through the department that they wish to receive credit for the experience. A student will work a minimum of 80 hours during the semester for credit in the course. The student will have weekly contact with the supervising teacher, develop a culminating project based upon the experience, and be evaluated by the supervising teacher and the employer for the final grade. The student is responsible for transportation to and from the workplace. It is the sole discretion of each department team to recommend the student for a work internship. The internship course may not be taken as an 8th course, but it may be taken for duplicate credit. Application does not guarantee admission. Internships may be developed in any Division. Career Internships earn Level IV credit only and are available to juniors and seniors. As Internships are approved entirely on a case-by-case and departmental basis, every proposal is unique.

Components of an effective internship include:

- A culmination of study, not an introduction.
- A link to a career field with activities designed to prepare a student for a specific career, not necessarily a college major.
- A minimal time frame of 80 hours, which corresponds to a ½ (semester) Carnegie unit of credit.
- An instructor on LT's staff who will coordinate and ultimately evaluate the student's progress (determine the grade).
- A design/outline for a culminating project that the instructor has reviewed and approves of.
- The possibility of earning an industry certification in the career field of focus.

Required steps include:

- A review by the internship teacher of prior student work in the internship area.
- A written document that describes the evaluation procedure to be employed by the supervising teacher that incorporates input from the employer.
- A written partnership agreement between LTHS and the employer.
- A final written document including the final grade and any artifacts used to determine the grade.

Internship Acceptance and Procedures

An application, document review, interview, and written partnership agreement will be required as a part of the acceptance process. The application, along with a resume and all required components, will be submitted to the teacher in the division that the student wishes to receive credit for the internship. The teacher, upon receiving a Career Internship Registration form, will confer with the Division Chair to ensure that all criteria are met.

Upon acceptance, a meeting with the teacher, Division Chair, student and employer (if possible) will set out the expectations for work, evaluation and any other necessary arrangements. Upon completion of the meeting, the Division Chair will submit a complete packet of documents to the Associate Principal, Principal, and the Director of Curriculum and Instruction.

Student Records

Each District 204 student has both a permanent and a temporary record maintained by the Principal (or designee) from the time of the student's initial enrollment until his/her departure. Information about students is collected, maintained, used, disseminated, and retained in accordance with District administrative procedures and state and federal laws. Student records are confidential and are treated as such. They are accessible and released to the professional staff, parent/guardian, student, or other qualified individuals only as permitted by state and federal laws. For more information, please refer to the Student and Parent Handbook.

LTHS complies with the **Illinois Student Records Act** of 1975, Sections 50-2 through 50-4; the State of Illinois' **Freedom of Information Act**; and certain established procedures with regard to retaining or destroying student records and with confidentiality of student information. All student records are considered to be confidential information that is protected under state and federal laws. Records may not be shared or disclosed without prior written consent of the parent/eligible student. Student information may only be shared with other school officials, including teachers with a legitimate educational interest. Additional information is found in the Student and Parent Handbook and in school offices.

Transfer Students

Students transferring into District 204 must complete several important steps before enrolling and beginning classes.

- Transfer students and their parents must contact the appropriate campus associate principal to establish and verify residency.
- All transfer students are tested by the Testing and Assessment Office to determine their appropriate academic course placements.
- Transfer students are ineligible to receive audit grades (AS/AU) during the semester in which they transfer to LTHS.
- LTHS grants credit to transfer students' previous work contingent upon receipt of official transcripts from students' previous schools.
- LTHS reserves the right to assign academic ability level credits to courses on transcripts based on reviews by school personnel. Courses with academic ability level credits will be assigned LTHS academic ability level credit befitting the parallel structure at LTHS. Courses without academic ability level designations will be reviewed on a case-by-case basis.

- Transfer students must satisfy all State of Illinois high school requirements as specified in **The School Code of Illinois**, and, from the point of initial enrollment through graduation, those requirements specified by LTHS.
- Transfer students and their parents should see their assigned counselors for complete information.
- Students transferring into LTHS after 15 days of the beginning of a school term or semester or who have not attended school for 15 days since leaving their previous schools should review **Transfer Students - Late Admittance to School** below.

Transfer students who hope to participate in interscholastic athletics must follow all Lyons Township High School enrollment procedures before they are eligible to participate in tryouts, practice or competitions of any kind. Each student will need to complete eligibility forms for the Illinois High School Association (IHSA) in order to be eligible to participate on these athletic teams. Please contact the Athletic Office if you are a transfer student who would like to participate in any sports program.

Transfer Students - Late Admittance to School

A student is required to enroll in courses at LTHS if he/she is a transfer student and meets one of the following criteria:

1. transfers to and enrolls in classes at LTHS more than 15 school days after the beginning of the semester and has not attended any school since the beginning of the current semester or the current school year; or
2. transfers to and enrolls in classes at LTHS after the beginning of the semester, and had attended a school since the beginning of the semester but who left that school and did not enroll in the District within 15 school days or less.

Students in both circumstances listed above will be required to audit the classes in which the student enrolls for that semester. They must complete all assignments and examinations prior to the date of enrollment as determined by the teacher of the course and all assignments and examinations subsequent to the date of enrollment.

Students who, in the judgment of their teachers, successfully complete course requirements will be awarded grades, weights, and credits. Those students who do not successfully complete course requirements will receive final grades of NC (no credit) for those courses. The District will not enroll any person over the age of 19 who has dropped out of school and who, because of age and/or lack of credits, cannot attend classes during the normal school year(s) and graduate before or on his/her 21st birthday. (Board Policy 5.03.5)

Alternative Educational Opportunities

LTHS permits students to transfer credits into LTHS to meet its graduation requirements, but only under strict policies and procedures. A student may transfer a maximum of three (3) credits from among the opportunities listed below to meet LTHS graduation requirements. Students may not enroll in or receive transfer credit(s) for the alternative educational opportunities listed below during their enrollment in the same course(s) during the regular school day. Students may not enroll in or receive transfer credit(s) for the alternative educational opportunities listed below if their 10 period day schedule permit them to be enrolled in those same courses at LTHS during the regular school day. Students must make choices about required and elective courses to fulfill graduation requirements on time. In addition, pre-approval and credit for the listed alternative educational opportunities is given on a case-by-case basis after consultation with the student's counselor, appropriate division chair, Director of Student Services, and approval by the Principal (or designee). A student may not transfer credit from a correspondence and/or extension study course in order to graduate prior to the 8th semester of enrollment. Grades and grading scales used by the credit-granting institutions will be the only ones accepted. No attempt will be made to adjust, modify, substitute, or change those given by the credit-granting institution. Students are advised to carefully read the requirements below prior to enrolling in any of these opportunities.

1. Correspondence Courses/Class.com/Extension Study

With prior approval from the Principal (or designee), a student may be granted credit for successful completion of a correspondence course and/or Class.com and/or extension study from a regional or state North Central Association accredited institution. Accreditation is a minimal standard, and students are advised that approval and credit is contingent on a review of correspondence course academic standards and rigor. Successful completion must be documented with an official transcript from

the granting institution. A student may transfer in a maximum of one (1) credit from a correspondence course, Class.com and/or extension study to meet LTHS graduation requirements. These courses are typically tuition-based and require students to work independently. Class.com will be offered only at LT and will be accepted for credit recovery only.

2. College/University Courses

With prior approval from the Principal (or designee), a student may be granted credit for successful completion of a course from an accredited college/university. Successful completion must be documented with an official transcript from the granting institution. A student may transfer a maximum of two (2) Carnegie Units of credit from the college/university to meet LTHS graduation requirements.

3. Adult and Continuing Education Program

A student may be granted credit for successful completion of a course from the LTHS Adult and Continuing Education Program. These include high school completion courses in English and social studies, as well as correspondence courses noted in 1. above. A student may transfer a maximum of one (1) credit from an Adult and Continuing Education Program course to meet LTHS graduation requirements. All courses offered through the Adult and Continuing Education Program are tuition-based and require students to work independently over a semester's time.

4. Other High School Courses

Full-time students who seek to receive and to transfer into LTHS credit(s) earned at other high schools are subject to the same limitations as prescribed in this section. With prior approval from the Principal (or designee), a student may be granted credit for successful completion of courses at other high schools. Accreditation is a minimal standard, and students are advised that approval and credit is contingent on a review of the high school's academic standards, expectations, and rigor. A student may transfer a maximum of one (1) Carnegie Units of credit from another high school, not including summer school, to meet LTHS graduation requirements. LTHS is not responsible for any costs or fees including transportation, textbooks, materials, services, etc., for credits earned at other high schools. Other high school transfer credit as described here does not apply to transfer or home-schooled students.

Independent Study

Independent study provides students with the opportunity for enrichment of learning. Records of successful completion of independent study will be designated on the student's transcript by department and/or course, with the accompanying designation "IS" (independent study). An Independent Study Application and Contract must be completed and signed by the student and approved by his/her parent(s), the supervising teacher, counselor, the division chair, and the Principal (or designee). The Independent Study Contract is an agreement between a teacher and a student to complete a course of study in an approved area of the school curriculum.

For courses listed in the **Guide**, IS is taken only at the levels indicated. IS taken for courses of study not published in the **Guide** must receive recommendations by teachers and approvals by division chairs and the Principal (or designee). Students pursuing such IS credit are expected to pursue a rigorous course of study above and beyond that demanded in a Level III course, with content that challenges their intellectual abilities and requires learning concepts at significantly higher cognitive and affective levels. Standards and expectations for the level at which the IS is approved and taken must be met by the student and evaluated by the teacher.

Conditions

A student may enroll in coursework through an IS if all the following guidelines are met:

1. A teacher is willing to supervise the IS student on a regularly scheduled basis and be responsible for validating that LTHS Standards and Expectations for the course and level have been met.
2. The course is not being offered during the current school year or a scheduling conflict exists that prevents the student from taking the course in a normal school schedule.
3. The student wishes to complete a prescribed program of study that goes beyond that offered in the normal school curriculum.
4. The course is not a required course for graduation.
5. The course may not be taken for credit/no credit.
6. The course is not taken as an 8th course/class.

Procedures

1. A student must obtain an Application for Independent Study Credit from the teacher and/or division office.
2. The application form must be completed in full (including parent signatures verifying approval) and signed by the supervising teacher and counselor.
3. The completed Application and the completed Independent Study Contract are given to the division

chair. When approved and signed by the division chair, the Application and Contract are forwarded to the Principal (or designee) for approval and processing. A student's schedule will not be changed and will not reflect an IS course until all counselor conditions have been met and the Contract has been approved by all signatories.

4. Prior to approval and signature, the division chair will conduct an interview with the student and the supervising teacher, which will include the following:
 - a. a review of the student's work (samples) or other materials, which provide evidence of the student's ability to complete work on an independent study basis
 - b. a presentation of the evaluation procedure to be employed by the supervising teacher
 - c. preparation of an evaluation form to be presented at the end of the IS
 - d. recommended academic level of credit.
5. Applications for IS credit must be completed and submitted according to the following schedule:
 - a. applications for annual or fall semester only must be approved and submitted by May 1 of the previous semester
 - b. applications for spring semester only must be approved and submitted by December 1 of the previous semester
 - c. applications for summer must be approved and submitted by March 1 of the previous semester.
6. Because a student may not take IS as an 8th course, a student will be assigned to a study hall for the IS (7th class). In addition, IS will also be reflected on the student's schedule but without a period adjustment.

Independent Study is available in each academic area; however, it is not posted in the departmental areas of the **Guide**. Students interested and eligible for an IS must begin the process with a supervising teacher.

RTI/504/Special Education Services Response to Intervention (RtI)

Federal and state laws have directed schools to focus more on helping all children learn by addressing problems earlier within the general education setting. This new process of providing interventions to students who are at risk for academic or behavioral problems is called Response to Intervention (RtI).

The RtI process at LTHS involves a problem-based review of available data and monitoring of student progress after identifying high-quality interventions matched to student needs. The information gained from the RtI process is used by school personnel and parents to adapt

instruction and to make decisions about the student's educational program. Problem-solving teams are called Student Achievement Teams (SAT) at each grade level with the assistant principal, grade level social worker, counselors, school psychologist and /or special education coordinators in attendance. Information is shared and teachers submit information to provide interventions within the general education program.

RtI plans are only for students who are not currently receiving Special Education Services through an Individual Education Plan (IEP) or Section 504 Accommodations Plan. The student and his parents will work with the SAT team to identify strengths and possible areas of for educational interventions through the Response to Intervention process.

Section 504 of Rehabilitation Act of 1973 American Disabilities Act

Students who qualify for Section 504 accommodations have a physical or mental impairment which substantially limits one or more life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; do not have a disability under the individuals with Disabilities Act (IDEA); or do not need special education services. Information is reviewed by the SAT team to identify reasonable accommodations. The counselor monitors and informs teachers of the accommodations for the Section 504 Plan.

Special Education Services

The Special Education Services program at LTHS includes a broad continuum of specialized services ranging from supports in the general education classroom to special education instructional classes. The program serves students who have been identified as having one or more of the following characteristics or conditions: speech and language impairment, learning disability, behavior emotional disorder, physical impairment, visual impairment, hearing impairment, mental impairment, multiple impairments, autism, and/or traumatic brain injury.

LTHS actively seeks out and attempts to identify all students with disabilities who reside in the District. Teachers, counselors, and other professional personnel may refer for screening those students who exhibit characteristics/conditions which interfere with educational progress and/or adjustment to the educational setting. Any parent, guardian, and/or student may also request that a student be screened for a disability. Requests for a domain meeting should be made to the student's counselor. At the time of domain meeting, it will be determined if the school should complete a case study

evaluation. All private evaluations are considered in light of the school's case study. The need for special education services will be determined at a multidisciplinary conference following a case study evaluation.

Depending on a student's Individual Education Plan (IEP), modifications and/or supports for students may be provided in general education classes and/or special education instructional classes. Additionally, depending on the IEP, a student may be encouraged to and may access the broad range of courses available throughout the general education curriculum at LTHS.

Summer Programs

LTHS offers a wide variety of programs each summer for incoming and current students. These range from recreational/activity programs and non-credit workshops to required, credit courses. All summer programs are tuition-based, unless otherwise advertised. Students must provide their own transportation to and from summer programs. The Program is designed to help students make-up credits, accelerate their academic progress, enrich their high school experiences, provide opportunities for developing healthy life-styles and/or pursue vocational interests. Summer Academic Programs are an extension of the most recent and previous school term/year.

Information about the **Summer Academic Program** may be found in the **Guide** beginning on p. 177. Information about the **Summer Activity Program** will be mailed to residents of LTHS District 204 in February. Both programs can be accessed and registration should be completed at www.lths.net.

Pre-High School Credit

LTHS grants incoming freshmen high school credit for selected courses taken at a Township middle school or at LTHS prior to enrollment as a high school student. This is possible due to articulation efforts between LTHS and each Township associate district. Students and parents of incoming freshmen should consult their elementary school principals and/or district offices for specific information concerning their articulated agreements with LTHS. **Only students from schools within Lyons Township and with whom LTHS maintains articulated agreements will receive pre-high school credit.**

*** Many organizations, summer camps, and talent development groups suggest that students can earn credit for high school through their offerings. LTHS does not accept or consider any pre-high school credit unless we have a written articulated agreement with the organization offering the educational opportunity.**

Articulated courses are found in the World Language and Mathematics departments only. Students and parents should review the requirements and information under the respective departmental sections in the **Guide**. By state law, any math course accepted by LTHS for pre-high school credit does not count towards the state graduation requirement of 3 years of mathematics. If students and parents have questions regarding pre-high school credit during the registration process, they should contact the respective division chairs.

There are rare occasions when pre-high school credit may be gained prior to 9th grade in advanced mathematics or in world language courses. In these instances, middle school students and parents begin the pre-high school enrollment process through their middle school principals' offices. A Pre-High School Student Enrollment Form must be completed and approved by the respective Division Chair for these situations.

Network and Internet Use Policy

The use of the Network and Internet shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. The use of the Network and Internet comply with the selection criteria for instructional materials and library/media materials and is in support of education and/or research.

The use of the Network/Internet is a privilege, and general rules for its use, behavior of the student using it, and communications apply. The District's *Student and Parent/Guardian Network Access Agreement Form* outlines the appropriate uses, ethics, and protocols for Network/Internet use by students and staff. Each student and his/her parent(s)/guardian(s) must read and sign the *Agreement Form* indicating understanding and acceptance of the District's policies, procedures, and uses prior to student use. Students and parents should contact the Principal's Office or the Director of Technology for more information. A copy of the *Agreement Form* can be found on p.179 of the **Guide**.

Academic Honesty

Lyons Township High School is committed to providing students with ample opportunities to practice and improve their learning. To this aim, the assignments given to students by the classroom teacher are designed to give each student an opportunity to demonstrate what he/she knows and is able to do. In the writing process in particular, much time and effort is given to nurturing a student's ideas and interpretations. Cheating and Plagiarism are diametrically opposed to the fundamental

goals of all of our courses. To that end, students should consider all work assigned to an individual unless the teacher specifies it differently.

Cheating is an attempt through fraud or collusion to gain unfair advantage for a student which undermines learning, the primary focus of our school. Cheating always involves the loss of academic integrity and inhibits the student's opportunity to learn. Therefore, any student involved in cheating will be subject to corrective action.

Plagiarism is the act of taking, in part or in whole, someone else's original ideas without appropriately crediting the source and presenting them as one's own. The ideas may be presented in written, visual, auditory, computational, electronic, or other forms. Plagiarism, like other kinds of cheating, sacrifices academic integrity. Students who plagiarize will be subject not only to corrective action, but also to possible legal consequences.

Due Process: All divisions will follow the Disciplinary Procedures Relating to Cheating and Plagiarism in the Student Handbook. If, during the process of setting up a conference to remediate the behavior, a teacher finds another instance of plagiarism prior to the completion of the steps outlined in the policy, the student will be subject to the consequence of the next offense as well.

LTHS procedures reflect the district-wide commitment to honesty, integrity, and the first class principle "we are responsible and accountable for our actions." All violations of the plagiarism and cheating procedure are **cumulative** throughout the duration of the high school experience at LTHS. Please refer to the Student Handbook for specific consequences.

Instructional Materials and Textbooks

The LTHS Board of Education adopts all required textbooks used in its curricular and instructional programs. New titles are adopted annually at the regular Board of Education meeting after a 30 day review period. In addition, the Board has established procedures for the selection and use of textbooks and other, supplemental instructional materials and summer reading. Inspection of, objections to, and complaints about instructional textbooks and materials may be made in accordance with procedures outlined by the District. These are

available by contacting the Principal's office, the Curriculum and Instruction office, or the Superintendent's office.

The purpose of any instructional material (print, non-print, or classroom assignment) is to provide quality learning experiences for students. The following objectives have been established by the Board in the selection of all instructional materials:

- to provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, maturity, and development level of the students served
- to provide materials that will stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards
- to provide background information that will enable students to make intelligent judgments in their daily lives
- to provide materials on opposing sides of controversial issues so that students may develop the practice of critical thinking and critical analysis of all media
- to provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage and its role in the modern world
- to place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality to assure a comprehensive collection appropriate for the users of texts and supplementary materials
- to provide access to a current, balanced collection of reference materials, periodicals, and audio-visual materials, which depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society
- to provide materials that are appropriate to the objectives of a course/lesson.

Textbook and Course Fees

LTHS has a District Rental Plan for textbooks and instructional materials. Students pay a flat \$75 Textbook Rental Fee, and in most cases, the District provides course textbooks and instructional materials for this fee. Several courses within a student's schedule may require purchase of consumable items in addition to the Textbook Rental Fee. These consumable items vary widely in cost. Students receive and/or purchase their textbooks and materials at the beginning of each school term. District Rental Textbooks/Materials are returned to the school at the end of semester or annual courses, while consumable items for which the student paid remain his/hers to keep. Some lab courses have fees in addition to textbook/instructional material costs. In

many instances, these are noted within course descriptions. Costs for courses taken at the Technology Center of DuPage (TCD) are noted within each of its courses.

Calculators are a required component of all mathematics courses and are a natural part of many science courses. All incoming freshmen are required to have calculators. As a result, LTHS offers to incoming freshmen students only the opportunity to purchase its recommended calculators during freshmen processing and before each school day the first two weeks of classes. Please refer to p. 108 of the **Guide** for additional information.

Students may be eligible for fee waivers from course and textbook costs. Fee waivers are processed through the Assistant Principal's Office at each campus. Students and their parents should contact the appropriate office for additional information.

Technology Center of DuPage (TCD)

LTHS is a member of a career education consortium with other DuPage County districts for the benefit of junior and senior students. TCD is located in Addison, IL. It provides capstone training in a limited number of program areas: Building and Machining, Business, Communications, Health Services, Marketing, Mechanical, Personal Services, and Technical. The typical TCD student spends a morning (periods 1-5) at TCD taking courses that earn him/her 1.5 credits per semester or 3.0 credits per year. Interested students should review TCD information under the departmental/divisional section on p.184 of the **Guide** and consult with counselors for additional assistance and applications.

Career Information

All students participate in a career guidance curriculum in which they are provided the beginnings of on-line Career Planning. This is built upon throughout a student's four year high school experience at LTHS. Career Planning includes but is not limited to a career assessment, *Four Year Academic Plan* (p. v of the **Guide**), personal resume, and summaries of internship and career speaker experiences. Most departments have identified specific career paths/professions for which they prepare students, and may be found under each departmental section in the **Guide**. They reflect the need for students to develop a wide range of skills, in-depth knowledge, and the ability to be flexible and adaptable in a rapidly changing world.

LTHS & COLLEGE/UNIVERSITY DUAL/CONCURRENT CREDIT

An increasing number of the courses offered at LT allow for students to earn credit in a variety of ways through local and national colleges and universities. The two ways students may earn college credit while taking classes at LT are articulated credit and dual or concurrent credit. Check the **Academic Program Guide** online for up-to-date articulation agreements.

Dual Credit or Concurrent Credit is awarded by a college or university in addition to the credit earned at LT. In order to receive dual credit, a student must complete a course at LT that has been recognized by the college or university as meeting the curricular standards of the college course. As part of the registration of the LT course, students will also register with the college or university granting dual credit. The grade earned in the LT course will also be listed on the college or university transcript. Transcribed grades may then be forwarded from the college/university granting dual credit to any subsequent college or university. In some states, dual credit is not synonymous with concurrent credit, although for LT student purposes, we may consider them as one and the same. LT offers Dual Credit through COD and Concurrent Credit through Embry Riddle Aeronautical University (ERAU).

LTHS Course	College/ University	Course	Credit
DUAL or CONCURRENT CREDIT:			
Teaching Internship: Elementary 1 & 2	COD	Education 1110 (Introduction to Education)	3
Principles of Aeronautical Science	ERAU	ERAU AS120 Principles of Aeronautical Science	3
Private Pilot Operations	ERAU	ERAU AS121 Private Pilot Operations	5
Keyboarding	COD	OFTI 1100	3
PC Repair & Maintenance	COD	CIT 1111 and 1112	6

Core Computer Standards for New Students

Knowledge	Information Processing Skills	Research and Internet Skills
<p>I. Appropriateness of application(s) to fit project/purpose (i.e., linear v. non-linear)</p> <p>II. Technology terminology/concepts</p> <ol style="list-style-type: none"> Internet networking file systems basic equipment of hardware/software <p>III. Ethics (copyright, plagiarism, citations)</p> <p>IV. School policy (purpose, consequences)</p> <p>V. Imaging - equipment</p> <p>VI. Selection of Sources</p> <ol style="list-style-type: none"> credibility timelines <p>VII. File/folder management</p> <ol style="list-style-type: none"> organization naming creation/deletion <p>VIII. Information (in any form) processing</p> <ol style="list-style-type: none"> retrieval storage digitizing transforming scanning file format 	<p><i>GENERAL</i></p> <p>I. Folder and File Management</p> <ol style="list-style-type: none"> organize files and folders retrieve files and folders store files and folders name files and folders create/delete files and folders <p>II. Imaging</p> <ol style="list-style-type: none"> manipulate images create images digitize images transform images differentiate file format <p><i>BASIC OPERATIONS</i></p> <p>I. Keyboarding</p> <ol style="list-style-type: none"> type 20 words per minute 3 errors or less with use of backspace exposure to home row technique 	<p><i>GENERAL</i></p> <ol style="list-style-type: none"> use a variety of search engines find credible sources and distinguish same properly cite sources use a variety of CD-ROMs contact webmaster for permission use key words in searches have familiarity with Boolean operators <p><i>BASIC OPERATIONS</i></p> <ol style="list-style-type: none"> download multimedia (e.g., pictures, sounds, movies) open and properly close a web-browsing application open a URL open a hyperlink or image link and return to original page

Core Computer Standards for New Students

Word Processing Skills	Spreadsheet Skills	Presentation Skills
<p>GENERAL</p> <ol style="list-style-type: none"> open word processing software (Microsoft Word) locate and open an existing document, make modifications, and save the document create a new document, name the document and save it to a USB drive, hard drive, and/or network use help functions properly close the application <p>BASIC OPERATIONS</p> <ol style="list-style-type: none"> insert words and sentences into a document delete text use the Undo command insert page breaks into a document change margins use spell check use thesaurus use cut, copy and paste features use print preview print a document <p>FORMATTING</p> <ol style="list-style-type: none"> use Bold, Italic and Underline change font types and sizes change line spacing change horizontal alignment of text 	<p>GENERAL</p> <ol style="list-style-type: none"> open spreadsheet software (Microsoft Excel) locate and open an existing document, make modifications, and save the document create a new document, name the document and save it to a USB drive, hard drive, and/or network use the help functions properly close the application identify different types of cursors and their functions <p>BASIC OPERATIONS</p> <ol style="list-style-type: none"> insert text into a cell change cell style and color insert simple formulas into a cell (“=1 + 5” or “B1 + B5”) cut, copy and paste between cells use the Undo command use simple cell formatting (currency formatting, date formatting) delete cell contents insert and delete rows and columns modify column width and row height understand simple cell referencing use spell check in a spreadsheet use print preview print a document <p>FORMATTING</p> <ol style="list-style-type: none"> use Bold, Italic and Underline change font types and sizes change line spacing change alignment of text make a table make a graph 	<p>GENERAL</p> <ol style="list-style-type: none"> open presentation software (PowerPoint/HyperStudio) locate and open an existing document, make modifications, and save the document create a new document, name the document and save it to a USB drive, hard drive, and/or network use the help functions properly close the application use the Undo command use spell check use effective layout and design techniques use as a visual display <p>BASIC OPERATIONS</p> <ol style="list-style-type: none"> add text and text boxes to slides incorporate animation into a slide use sounds with animations import multimedia file from another source (e. g., CD ROM, Internet, network, etc.) <p>FORMATTING</p> <ol style="list-style-type: none"> add background color/scheme modify or replace theme change font types, sizes, and colors use Bold, Italic and Underline change line spacing change alignment of text use transitions and builds

Capstone Courses

A capstone course is a final course in a well-defined, multi-year course sequence within a department. While capstone courses are reviewed by the Administration and the Board of Education and given special consideration with regard to enrollment, LTHS does not guarantee the delivery of capstone course offerings regardless of their enrollments. The list of capstone courses below is by division and department.

Applied Arts

Applied Technology

- Architectural Drafting
- Private Pilot Operations
- 3D CAD

Family and Consumer Sciences

- Advanced Culinary Arts
- Career and Community Partnerships II
- Chefs
- Teaching Internship-Early Childhood Option
- Teaching Internship-Elementary Option

Fine Arts

Art

- Ceramics Advanced
- Drawing and Painting Advanced
- Studio Art Accel
- AP Studio Art

Music

- Concert Choir
- Varsity Choir
- Treble Choir
- Sinfonietta
- Symphonic Band
- Symphonic Orchestra
- Wind Ensemble

World Languages

- French Language (Prep/Accel)
- Advanced French Communication
- AP French Language
- German Language (Prep/Accel)
- German Communication (Prep/Accel)
- AP German Language & Culture
- Italian IV Accel
- AP Italian Language & Culture
- Latin Prose (Accel)
- Latin Poetry (Accel)
- AP Latin
- Spanish Language Accel
- Advanced Spanish Communication
- AP Spanish Language

Global Studies

- Networking Software Solutions (MCSA)

Language Arts

English

- Journalism: Newspaper Production
- English IV (Prep): all courses
- English IV (Accel): all courses
- AP English IV Rhetoric of Literature & Language
- AP English IV Literature & Composition

Math/Science

Mathematics

- AP Calculus BC
- AP Calculus AB
- Trig/PreCalculus (Accel)
- Trigonometry

Science

- AP Biology*
- AP Chemistry*
- AP Environmental Science*
- AP Physics C*
- Astronomy*
- Organic Chemistry*
- Human Anatomy and Physiology*

* At least one of these courses is needed to complete a four-year science program.

Physical Education/Health

- Dance Studies 3
- Applied Personal Fitness

Technology Center of DuPage (TCD)

- All programs/courses. (Programs and courses are available through TCD procedures, but they are considered capstone courses at LT.)

Course Titles and Numbers

The **Academic Program Guide** contains information for each course offered at LTHS. Information such as levels, grades offered, credits, course numbers, prerequisites, and course descriptions are included. The following should assist students and parents in understanding course information:

- Roman numerals are used to designate annual courses that are in sequence. "I" represents an annual first course, "II" represents an annual second course, etc. Latin I and Latin II are examples of annual sequence courses.
- Arabic numerals are used to designate semester courses that are in sequence. "1" represents a first semester course and "2" represents the next semester course in sequence, etc. CIW Web Development 1 & 2 are examples of semester sequence courses.
- In all other cases, descriptive course titles such as Biology (Prep) and Biology AP (Advanced Placement) are used.
- After each course title, specific information about the course is listed as follows: credit (1/2, 1, etc.); academic ability level(s) (I, II, III, IV, or V); grade offered (9, 10, 11, and/or 12); term offered (fall, spring, and/or annual); course number; and prerequisites (courses, approval, etc.). Also, where applicable, notations for credit/no credit courses (CR/NC) and duplicate credit courses (dc) appear next to credit.

Students and parent(s) should carefully review these as academic programs are developed and as registration for the following semester and year are completed. Course descriptions begin on p. 44 of the **Guide**.

Lyons Township High School District 204 Homework Guidelines

Homework Philosophy

Homework is a valuable learning activity performed outside of the classroom that contributes to student achievement and is an essential part of the educational process. It enhances learning by providing opportunities for practice, enrichment, and extension of classroom learning. The assignment of homework is given by the teacher and completed by the student in order to reinforce skills and/or knowledge presented during classroom instruction and is used to assess student achievement. Students at LTHS are expected to be assigned and to complete purposeful homework on a regular and timely basis. By completing homework, students develop mastery by applying what they have learned; acquire effective habits of self-discipline and time management; learn to work independently and in groups; gain a sense of personal responsibility for learning; and develop research skills such as locating, organizing, and condensing information.

Responsibilities

Homework is a shared responsibility among the teacher, student and parents to encourage, provide and create an environment conducive to learning.

Teachers will...

- ◆ assign homework that:
 - is realistic in length, duration and difficulty.
 - extends and/or reinforces learning.
 - students have the necessary resources to complete.
 - is meaningful and purposeful.
 - corresponds to course content.
 - targets students' needs, learning styles, and abilities through a wide variety of activities.
 - represents a variety of levels of understanding.
 - allows for flexibility in its completion to accommodate individual circumstances at the teacher's discretion and without sacrificing the integrity of the assignment.
 - complies with the Academic Ability Levels – Standards and Expectations as outlined in the **Academic Program Guide**.
- ◆ provide:
 - clear explanations about what is expected.
 - sufficient time for completion of assignments.
 - feedback by checking and/or grading the assignment.
- ◆ return homework in a timely manner.
- ◆ never use homework as punishment.
- ◆ communicate with both students and parents regarding any on-going homework concerns.

Students will...

- be responsible for completing their assigned homework (including make-up assignments).
- take responsibility for their learning by seeking additional help when needed.
- exhibit academic honesty when completing homework assignments.
- communicate with both teacher and parents regarding any on-going homework concerns.

Parents will...

- monitor homework completion.
- provide an environment conducive to studying.
- offer guidance, not answers.
- communicate with both teacher and student regarding any on-going homework concerns.